



National Programme for  
Information Technology

Unrestricted

**Migration of Community Pharmacy Users from EPS  
Release 1 functionality to EPS Release 2  
functionality  
Including addendum for UIM Users**

Programme	<i>NPFIT</i>	<b>DOCUMENT RECORD ID KEY</b>	
Sub-Prog / Project	<i>Access Control</i>	NPFIT-SI-KEY-0123.13	
Prog. Director	<i>Philip Brown</i>		
Owner	<i>Philip Brown</i>	Version	1.5
Author	<i>Philip Brown / Steve Davison</i>		
Version Date	<i>23<sup>rd</sup> August 2010</i>	Status	<i>Approved</i>

**Migration of Community Pharmacy Users from EPS  
Release 1 functionality to EPS Release 2 functionality  
Including addendum for UIM Users**

**Amendment History:**

Version	Date	Amendment History
0.1	21 <sup>st</sup> April 08	First draft for comment
0.2-3	23 <sup>rd</sup> April 08	Changes following internal comments
0.4	8 <sup>th</sup> May 08	Addition of Primary Care RBAC requirements
0.5	13 <sup>th</sup> May 08	Final changes
0.6	2 <sup>nd</sup> June 08	Feedback from RA Leads
07	13 <sup>th</sup> June 08	Feedback from ETP team
0.8	23 <sup>rd</sup> June 08	Final Feedback from RA Leads and Technology Office
0.9	27 <sup>th</sup> Aug 08	Correction of Primary care roles following clarification with ETP
0.10	2 <sup>nd</sup> Oct 08	Update following deposition from Pharmaceutical Negotiating Committee
0.11	3 <sup>rd</sup> Oct 2008	Comments Internally on revision
0.12	6 <sup>th</sup> Oct 2008	Comments following internal review
1.0	11 <sup>th</sup> Nov 08	Final for Release
1.1	10 <sup>th</sup> Dec 08	Minor addition of missing community attribute
1.2	28 <sup>th</sup> Jan 09	Correction of naming convention
1.3	22 <sup>nd</sup> June 10	General refresh, addendum for UIM users plus appendix on required RA workstation build.
1.4	23 <sup>rd</sup> July 2010	Added information on missing activity B0825 Amend Patient Demographics which supports changing a patient's nominated pharmacy.
1.5	23 <sup>rd</sup> August 2010	Updated section on defining positions in non-RA hosting organisation FFFFF.

**Forecast Changes:**

Anticipated Change	When

**Reviewers:**

This document must be reviewed by the following. Indicate any delegation for sign off.

Name	Signature	Title / Responsibility	Date	Version
Steve Davison			23rd August 2010	1.5
Philip Gill			23rd August 2010	1.5
Susan			23rd	1.5

Migration of Community Pharmacy Users  
 from EPS Release 1 functionality to EPS  
 Release 2 functionality  
 Including addendum for UIM Users

Thomas			August 2010	
Julian Hughes			23rd August 2010	1.5

**Approvals:**

This document requires the following approvals:

Name	Signature	Title / Responsibility	Date	Version
Philip Brown		Head Access Control Registration	23rd August 2010	1.5

**Distribution:**

PCT RA Leads

SHA Registration Authority (RA) Leads/Sponsors/Agents

EPS Programme Team

RA Website

**Document Status:**

This is a controlled document.

This document version is only valid at the time it is retrieved from controlled file store, after which a new approved version will replace it.

On receipt of a new issue, please destroy all previous issues (unless a specified earlier issue is baselined for use throughout the programme).

**Related Documents:**

These documents will provide additional information.

Ref no	Doc Reference Number	Title	Version
1	NPFIT-NPO-GEN-IP-0067	Glossary of Terms Consolidated.doc	See latest

**Glossary of Terms:**

List any new terms created in this document. Mail the NPO Quality Manager to have these included in the master glossary above [1].

Term	Acronym	Definition

## Contents

1.	Purpose.....	6
	Audience .....	7
2.	Background.....	7
	EPS Functionality.....	7
	EPS Release 1.....	7
	EPS Release 2.....	8
3.	Migration from Release 1 to Release 2 .....	8
	Community Pharmacist in Release 1 Pharmacy with no intention of providing locum services to a Release 2 Pharmacy.....	9
	Community Pharmacist in Release 1 Pharmacy who may provide locum services to a Release 2 Pharmacy.....	10
	Pharmacy and associated Community Pharmacist is Migrating to EPS Release 2.....	12
4.	Role Based Access Requirements.....	13
	Pharmacy Dispensing Positions.....	13
	Primary Care/Community Positions .....	14

## Appendices

	Appendix 1 - Premises Smartcard Photo Replacement .....	17
	Appendix 2 - Example EPS Release 1 Smartcard .....	17
	Appendix 3 - The national Locum Pharmacy organisation; Using the User Identity Manager (UIM) .....	18
	Appendix 4 – EPS Specific RBAC Activity Descriptions .....	20
	Appendix 5 – RA Workstation Setup Requirements.....	26

## 1. Purpose

This document identifies the registration process required for access to the Electronic Prescriptions Service (EPS) Release 2 functionality, and specifically the migration of those issued with EPS 01 Smartcards in community pharmacies. RA smartcard requirements are not changing in other settings, such as general practices, as a result of EPS Release 2. As a refresh of guidance, it includes an addendum for UIM users, the roll out of which will coincide with that of EPS Release 2. It also removes reference to Areas of Work in line with CFH policies. Alternative activity codes are given as appropriate. Where migrations have been completed using Areas of Work there is no need to amend immediately but plans should be developed to migrate away from Areas of Work in time for their complete withdrawal which is scheduled for February 2011.

This guidance is based on the generic model for migration agreed with the EPS Team. It is recognised that some application suppliers may wish to modify the migration model, for example Lloyds Pharmacy, and organisations should be aware of such variations which should be notified by the application provider.

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

## Audience

This document is aimed at RA Managers, RA Agents, and Sponsors who will be involved in providing access (issue of Smartcards and granting of profiles) to community pharmacists and primary and community care staff using Release 2 of the EPS

This document should also be read by those responsible for the Information governance arrangements and pharmaceutical advisors in the PCT to familiarise themselves with the registration policy associated with the issuance and use of these Smartcards.

## 2. Background

### EPS Functionality

The Electronic Prescription Service (EPS) functionality is being delivered in two Releases which are:

- Release 1
- Release 2

Because of differences in functionality between Release 1 and Release 2, and the Terms and Conditions identified in relation to the issuance of Smartcards for Release 1, there is a requirement to migrate those requiring or potentially requiring access to Release 2 to full NHS Care Records Service (NHS CRS) Smartcards utilising the standard Terms and Conditions (RA01).

### EPS Release 1

EPS Release 1 required community pharmacists (both pharmacy based and locums) providing NHS pharmaceutical services to be registered to e-GIF Level 3.

Since EPS Release 1 has no access to any part of the NHS CRS databases it is not subject to the same user policies as NHS CRS applications. EPS Release 1 registration does however use the NHS CRS authentication technology.

For EPS Release 1:

- Only community pharmacists and locum community pharmacists were registered. No other community pharmacy personnel should have been registered.
- All registrations were to the role of Pharmacist, R1290.
- Pharmacy staff who are not community pharmacists (i.e. those with roles such as Pre-reg Pharmacist, Assistant, Trainee etc) share access to the EPS service under the Smartcard logon of the community pharmacist under whose supervision they are working.

It should be noted that the conditions of use of EPS Release 1 differ greatly to those for the NHS CRS, and as such they are not to be used for Release 2. And for this reason, access profiles for Release 1 and Release 2 must not go on the same Smartcard.

## EPS Release 2

EPS release 2 does allow access to NHS CRS databases such as the Personal Demographic Service (PDS). Any user requiring access to EPS release 2 will therefore need to have:

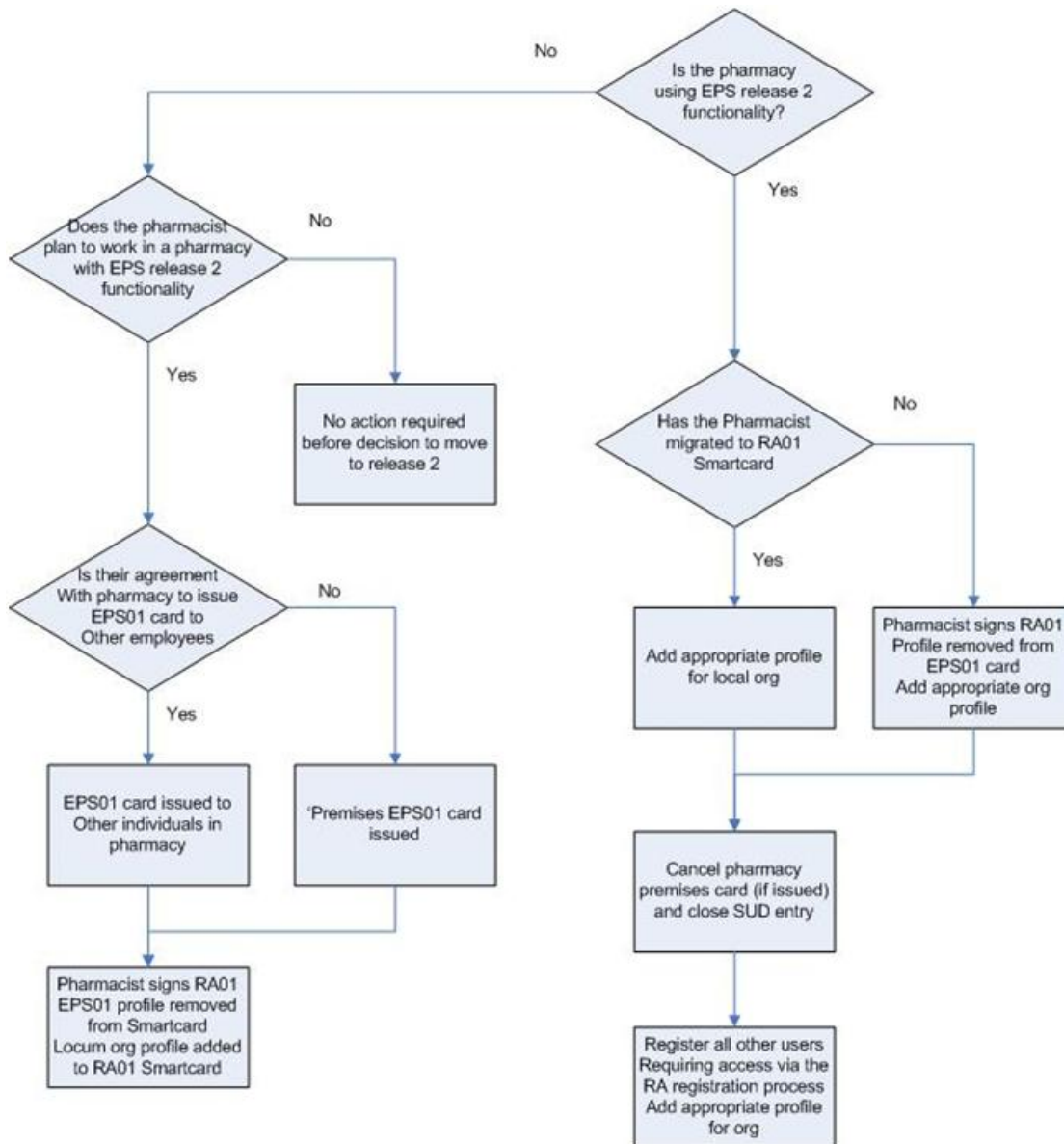
- their identity proved to e-GIF Level 3;
- signed the Terms and Conditions set out in the RA01;
- been provided with their own Smartcard, **which they cannot share nor use within a shared application** (e.g. EPS Release 1) and
- been assigned an appropriate role and activities, or to an appropriate position.

### 3. Migration from Release 1 to Release 2

There are three possible scenarios that can occur when moving from Release 1 to Release 2:

1. The community pharmacist continues to work in an EPS Release 1 pharmacy with no intention of working in an EPS release 2 pharmacy until their own EPS Release 1 pharmacy is upgraded. That is, they do not plan on providing locum services. No action is required until that upgrade takes place.
2. The community pharmacist continues to work in an EPS Release 1 pharmacy but may locum in an EPS release 2 pharmacy. This may well be a substantial proportion of Community Pharmacists. The Community Pharmacist must migrate their EPS Release 1 Smartcard to a NHS CRS Smartcard. To enable continued use of Release 1 at their own pharmacy, a "Premises" EPS Release 1 Smartcard should be issued (or an EPS Release 1 Smartcard to another named individual if preferred).
3. The pharmacy and associated community pharmacist and staff are migrating to EPS release 2.

An overview of the options is indicated in the diagram below:



In the following sections each scenario is described in more detail.

Community Pharmacist in Release 1 Pharmacy with no intention of providing locum services to a Release 2 Pharmacy

This is the simplest possible scenario requiring no change to Smartcards or registration of pharmacists. Only when the pharmacy moves to EPS release 2 will the pharmacist be required to sign the NHS CRS Terms and Conditions of use (RA01) and other staff registered as appropriate.

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

Community Pharmacist in Release 1 Pharmacy who may provide locum services to a Release 2 Pharmacy

A substantial proportion of community pharmacists may locum in a setting where they need access to Release 2. The individual will need to:

- understand and sign the Terms and Conditions of the RA01
- change their EPS Release 1 Smartcard to a full NCRS (RA01) Smartcard by having their profile for EPS Release 1 removed from their Smartcard and;
- **Either**, where the Pharmacist is doing locum sessions in a small number of pharmacies the profiles associated with those pharmacists should be loaded onto their RA01 Smartcard with the following attributes:
  - Role R8003 - Health Professional Access Role
  - Activities: B0572, Manage Pharmacy Activities, and B0068, Verify Prescription.
- **Or** where a Pharmacist is likely to perform locum services at wider alternate pharmacies either entirely or in addition to the regular locum surgeries, and/or is often appointed as a locum at very short notice or to unexpected locations, it is necessary to apply a profile against the national Locum Pharmacy organisation via an RA02.
  - Org: national Locum Pharmacy organisation (FFFFF)
  - Role: R8003 - Health Professional Access Role
  - Activities: B0572, Manage Pharmacy Activities and B0068, Verify Prescription.

The National Locum Pharmacy Organisation (FFFFF) is a virtual organisation, parented by all PCT Registration Authorities specifically for this purpose, and no other. It is a device to ensure that community pharmacy locums appointed at very short notice are immediately enabled to dispense, avoiding any potential patient safety risk.

To allow the PCT RA Agent(s) to allocate the users against the national Locum Pharmacy Locum organisation it is necessary for the RA Manager to create a RA agent within the national Locum Pharmacy organisation. To do this, in the majority of cases the RA Manager will be using the Spine User Directory (SUD) software. However as the new replacement software, the User Identity Manager (UIM) is rolled out, set up and maintenance will be increasingly via this application, and the process to do so is described in appendix 3.

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

An RA02 form should be completed identifying the NACS (ODS) code of the national Locum Pharmacy organisation and the RA Agent role and this should be signed by an appropriate sponsor. There may be more than one agent set up, to reflect local policies for authorising community pharmacists working as internal locums within the national chains, for example.

Where such locums have converted their EPS Release 1 Smartcard to NHS CRS use, but still use EPS Release 1 in their "home" pharmacy, it is **essential** that a new EPS Release 1 Smartcard should be issued, usually as a premises Smartcard or by agreement to another named individual based in that pharmacy. (Such a Smartcard might itself be migrated as the holder's NHS CRS Smartcard when the location migrates to Release 2). This Smartcard can be shared according to EPS release 1 Terms and Conditions of use.

Each situation is described below:

#### **a) EPS Release 1 Premises Smartcard**

The pharmacy should be issued with a 'premises' EPS Release 1 Smartcard, to be retained in the pharmacy, an additional entry should be made in the SUD reflecting the information relating to the pharmacy, as follows:

- Family Name : EPS01 Pharmacy
- Forename: Name of pharmacy
- Preferred Name: Should reflect that this is an EPS Release 1 Smartcard, and follow the naming convention 'EPS NACS Code Pharmacy Name'
- Where the NACS code contains numbers a descriptor should be used that will identify the pharmacy, e.g. Boots Georges St. or Lloyds High St. Leyton.
- Photograph: Use the image in Appendix 1.
- Organisation: The pharmacy NACS Code (Note; different from individual EPS release 1 Smartcard which should be associated with the PCT)
- Role: R1290 - Pharmacist

These EPS Release 1 Smartcards should be issued to all local pharmacies using Release 1 as soon as possible and at the very least before any pharmacists associated with the practice are allocated an RA01 Smartcard for use as locums in Release 2 enabled community pharmacies.

These EPS Release 1 Smartcards should be destroyed, and the SUD entry closed once the pharmacy has migrated to Release 2.

**b) EPS Release 1 Smartcard associated with other than the Pharmacist to whom the original was issued.**

In agreement with the local pharmacies and pharmacy committees a PCT may issue an EPS Release 1 Smartcard to one or more staff within the Pharmacy – e.g. other Pharmacist, senior dispensers etc.

A separate EPS Release 1 Smartcard should be produced, for one or more trusted members of staff (another pharmacist, senior dispenser or other trusted employee) to allow the pharmacist to continue providing pharmacy services by allowing continued access to EPS release 1 functionality.

Note: Any additional EPS Release 1 Smartcard will, on migration of the pharmacy to release 2 functionality, be able to be migrated to an NHS CRS Smartcard.

Pharmacy and associated Community Pharmacist is Migrating to EPS Release 2

All users in the pharmacy requiring access to release 2 will be required to register for a Smartcard in the normal way, with appropriate profiles.

The community pharmacists (or any other) already holding an EPS Release 1 Smartcard (not a premises Smartcard), having already proven their identity to e-Gif Level 3 will be required to understand and sign the new Terms and Conditions of the RA01.

The profile for EPS Release 1 should be removed from their Smartcard via the SUD.

A profile against the pharmacy organisation (the NACS code associated with pharmacy where they are providing pharmaceutical services) should be applied via an RA02 (see section 4):

- Org: The Pharmacy NACS code
- Role: R8003 - Health Professional Access Role
- Activities: B0572, Manage Pharmacy Activities and B0068, Verify Prescription

Should they also require to act as locum in other release 2 organisations where it is not practical to use an appropriate user role profile, then an additional profile against the national Locum Pharmacy organisation should be applied via an RA02:

- Org: national Locum Pharmacy organisation (FFFFF)
- Role: R8003 - Health Professional Access Role
- Activities: B0572, Manage Pharmacy Activities and B0068, Verify Prescription

Where the Pharmacist has previously locumed in a Release 2 organisation, they may already have a URP associated with the national locum organisation.

Where a pharmacy has been issued an additional EPS Release 1 Smartcard the certificates must be cancelled, the card destroyed, and the SUD entry closed via an RA03.

#### 4. Role Based Access Requirements

The following table illustrates recommended codes specific to the utilisation of EPS release 2 functionality both in the community pharmacy setting and the primary/community setting (for completeness). Each position is also available as an example in the National RBAC Database (from version 26.1).

Local role variations may require some additional activities to be added, particularly in the primary care/community setting. For a full description of the activities shown, refer to appendix 4.

##### Pharmacy Dispensing Positions

Position	Job Role / Activities	Notes
EPS Enabled Pre Registration Pharmacist Example	R8004 Healthcare Student Access Role  B0570 Perform Pharmacy Activities	Use as basis for pre-registration pharmacists who initially require limited access to the EPS to view and record dispensing activity under the supervision of a pharmacist.
EPS Enabled Dispensing Technician Example	R8008 Admin/Clinical Support Access Role  B0572 Manage Pharmacy Activities  B0401 View Patient Medication	Use as basis for pharmacy dispensing technicians who require access to all relevant EPS dispensing functionality.

<b>Position</b>	<b>Job Role / Activities</b>	<b>Notes</b>
EPS Enabled Medicine Counter Assistant Example	R8008 Admin/Clinical Support Access Role  B0570 Perform Pharmacy Activities  B0401 View Patient Medication	Use as basis for dispensing staff who require access to the EPS to view and record dispensing activity under the supervision of a pharmacist.
EPS Enabled Pharmacist Example	R8003 Health Professional Access Role  B0572 Manage Pharmacy Activities  B0068 Verify Prescription	Use as basis for pharmacists who require access to all relevant EPS dispensing functionality.

#### Primary Care/Community Positions

<b>Position</b>	<b>Job Role / Activities</b>	<b>Notes</b>
EPS Enabled Nurse Non Prescriber Example	R8001 Nurse Access Role  B0278 Perform Prescription Preparation	Use as basis for non-qualified prescribing practice nurses to access the EPS. Such users would have access to create, amend and cancel prescriptions but not to authorise (sign) prescriptions.
EPS Enabled Nurse Manager Non Prescriber Example	R8001 Nurse Access Role  B0278 Perform Prescription Preparation  B0862 Manage Staff Diary/Rotas  B1300 Approve RA Requests	Use as basis for non-qualified prescribing practice nurses to access the EPS. Such users would have access to create, amend and cancel prescriptions but not to authorise (sign) prescriptions.  Nurse managers should be able to manage staff diaries and may also approve RA requests (i.e. be sponsors).

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

Position	Job Role / Activities	Notes
EPS Enabled Independent Prescriber Example	R8000 Clinical Practitioner Access Role	<p>Use as basis for independent prescribers such as GPs to access the EPS.</p> <p>Note that all required activities for EPS should be present in the job role baseline for this role. The main EPS related activity included in the baseline is B0420 Independent Prescriber.</p>
EPS Enabled Nurse Independent Prescriber Example	R8001 Nurse Access Role B0420 Independent Prescribing	<p>Use as basis for nurses who are QUALIFIED independent prescribers to access the EPS.</p> <p>Highly recommended that evidence of prescribing qualification is produced and a copy saved in the user's personal record.</p> <p>The name of the position should highlight this access right.</p>
EPS Enabled Nurse Supplementary Prescriber Example	R8001 Nurse Access Role B0440 Supplementary Prescribing	<p>Use as basis for nurses who are QUALIFIED supplementary prescribers to access the EPS.</p> <p>Highly recommended that evidence of prescribing qualification is produced and a copy saved in the user's personal record.</p> <p>The name of the position should highlight this access right.</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

Position	Job Role / Activities	Notes
EPS Enabled Nurse Formulary Prescriber Example	R8001 Nurse Access Role  B0058 Nurse Prescribers Formulary	Use as basis for nurses who are QUALIFIED formulary prescribers to access the EPS.  Highly recommended that evidence of prescribing qualification is produced and a copy saved in the user's personal record.  The name of the position should highlight this access right.
EPS Enabled Prescription Clerk Example	R8008 Admin/Clinical Support Access Role  B0278 Perform Prescription Preparation  B0401 View Patient Medication	Use as basis for staff who require access to the EPS in order to create, amend and cancel prescriptions but not to authorise (sign) prescriptions.
EPS Enabled Prescription Issuer Example	R8008 Admin/Clinical Support Access Role  B0401 View Patient Medication	Use as basis for staff who require access to the EPS in order to issue authorised repeat prescriptions. Additional activities could be given to such users to provide access to re-authorise repeats or cancel prescriptions.

## Appendix 1 - Premises Smartcard Photo Replacement



## Appendix 2 - Example EPS Release 1 Smartcard



## **Appendix 3 - The national Locum Pharmacy organisation; Using the User Identity Manager (UIM)**

We have created two positions within the national Locum Pharmacy organisation (FFFFF) which facilitate the granting of the required access rights for those pharmacists who act as locums across multiple regions and at short notice.

The first position is called “Community Locum (short notice) Pharmacist” and has the following access rights:

- R8003 Health Professional Access Role
- B0572 Manage Pharmacy Activities
- B0068 Verify Prescription

The second is a sponsor position called “Community Locum Pharmacy Sponsor” which has the job role of R8008, Admin/Clinical Support Role, and the activity B1300, Approve RA Requests. In addition, this position has been *allocated* the “Community Locum (short notice) Pharmacist” position so that anyone in this sponsor position is able to assign appropriate users into the locum position.

The following steps facilitate the assignment of these access rights in UIM.

### **Initial Setup**

Note that an RA Manager can only create RA Agents in the non-RA hosting organisation and hence will need to add two, one to act as an advanced agent and one to act as an advanced sponsor.

1. Log into the RA parent organisation of the non-RA hosting organisation as an RA Manager.
2. Select an appropriate user to be the advanced agent and assign an access profile in the non-RA hosting organisation with the following attributes:

Role: R5090 RA Agent  
Activity: B0274 Perform RA Activities (Advanced)

3. Select a separate appropriate user to be the advanced approver and assign an access profile in the non-RA hosting organisation with the following attributes:

Role: R5090 RA Agent  
Activity: B0272 Approve RA Activities (Advanced)

### **Assigning Pre-Defined Positions in the National Locum Pharmacy Organisation**

Since the required positions have already been created the steps required within an RA parent of the National Locum Pharmacy organisation are as follows. It is recommended that devolved position management is used as described here.

1. The advanced sponsor should create a request to assign position “Community Locum Pharmacist Sponsor” to an appropriate end user.
2. The advanced agent should grant this request.
3. The user in the position “Community Locum Pharmacist Sponsor” may now assign the position “Community Locum (short notice) Pharmacist” to relevant users as required. Organisations should, if required, determine local processes to ensure appropriate individuals are so assigned.

The number of users with the position “Community Locum Pharmacist Sponsor” will be determined locally; PCT’s might appoint their pharmacy advisors to these positions or reach agreement to appoint the staff of community pharmacies which can demonstrate the necessary governance controls.

## Appendix 4 – EPS Specific RBAC Activity Descriptions

The following activities are relevant to EPS Release 2. Some of these are included in the national baseline policy for certain roles (indicated below) and therefore may not need adding explicitly. However, it should be noted that EPS Release 1 GP systems requires R0260 to function and any migration to the suggested roles should not remove access to release 1 functionality until the GP system is release 2 compliant. If this is the case then this role should not be changed but the relevant baseline activities should be added explicitly to the existing role.

Activity	Description
B0572 Manage Pharmacy Activities	<p>Send prescription reimbursement claims to payment authority or update spine if linked to ETP, order drug stock, check accuracy of orders on arrival and manage drug stock levels.</p> <p>Includes: B0570 Perform Pharmacy Activities.</p>
B0570 Perform Pharmacy Activities	<p>Process authorised prescriptions and dispense (prepare and give out) drugs to patients. Also process authorised repeat prescriptions and dispense drugs to patients. Frontline dealing with patients and taking and managing prescription payments. This activity includes the subsequent correction or amendment to local and/or national dispensing records. If integrated with the EPS, this activity includes the returning of a prescription. This activity will be typically given to dispensing technicians and pharmacists.</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

<p>B0420 Independent Prescribing</p>	<p>Allows user to view, amend and add new items to medication records and add new prescription items. Can prescribe against sensitivity, prescribe controlled drugs, issue repeats, extend repeat periods, prepare prescriptions for signing and cancel prescriptions.</p> <p>This activity must only be granted to authorised prescribing staff, typically doctors, independent prescribing nurses and pharmacists. Receptionists and administrators should not be granted this activity.</p> <p>With respect to Nurses and Pharmacists who are qualified independent prescribers it is highly recommended that evidence of prescribing qualification is produced, a copy of which can be saved in the user's personal record.</p> <p>Where this activity is included in the definition of a position (i.e. where an organisation is deploying Position Based Access Control) then the name of the position should adopt a naming convention so that the prescribing right is clearly highlighted and the description should incorporate guidance on seeking proof of qualification before the position is assigned. For example, a prescribing pharmacist position should be called 'Pharmacist - Independent Prescriber'.</p> <p>Includes: B0278 Perform Prescription Preparation; B0428 Personal Medication Administration</p> <p>In baseline of R8000 Clinical Practitioner Access Role</p>
<p>B0058 Nurse Prescribers Formulary (NPF) Prescribing</p>	<p>The ability to prescribe from a limited list of products (from Drug Tariff Part XVIIIB (ii)). Can prescribe against sensitivity. Can issue repeats, extend repeat periods, prepare prescriptions for signing and cancel prescriptions.</p> <p>This activity must only be granted to authorised prescribing staff. Receptionists and administrators should not be granted this activity.</p> <p>With respect to Nurses and Pharmacists who are qualified formulary prescribers it is highly recommended that evidence of prescribing qualification is produced, a copy of which can be saved in the user's personal record.</p> <p>Where this activity is included in the definition of a position (i.e. where an organisation is deploying Position Based Access Control) then the name of the position should adopt a naming convention so that the prescribing right is clearly highlighted and the description should incorporate guidance</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

	<p>on seeking proof of qualification before the position is assigned. For example, a prescribing nurse position should be called 'Nurse - NPF Prescriber'.</p> <p>Includes: B0278 Perform Prescription Preparation; B0428 Personal Medication Administration</p>
B0440 Supplementary Prescribing	<p>Supplementary prescribing is a voluntary prescribing partnership between an independent prescriber and a supplementary prescriber, to implement an agreed patient-specific clinical management plan with the patient's agreement. For more information please refer to <a href="http://www.dh.gov.uk/en/Healthcare/Medicinespharmacyandindustry/Prescriptions/TheNon-MedicalPrescribingProgramme/Supplementaryprescribing/DH_4123025">http://www.dh.gov.uk/en/Healthcare/Medicinespharmacyandindustry/Prescriptions/TheNon-MedicalPrescribingProgramme/Supplementaryprescribing/DH_4123025</a>.</p> <p>Allows user to view, amend and add new items to medication records and add new prescription items. Can prescribe against sensitivity, prescribe controlled drugs, issue repeats, extend repeat periods, prepare prescriptions for signing and cancel prescriptions.</p> <p>This activity must only be granted to authorised prescribing staff, typically independent prescribing nurses and pharmacists. Receptionists and administrators should not be granted this activity.</p> <p>With respect to Nurses and Pharmacists who are qualified supplementary prescribers it is highly recommended that evidence of prescribing qualification is produced, a copy of which can be saved in the user's personal record.</p> <p>Where this activity is included in the definition of a position (i.e. where an organisation is deploying Position Based Access Control) then the name of the position should adopt a naming convention so that the prescribing right is clearly highlighted and the description should incorporate guidance on seeking proof of qualification before the position is assigned. For example, a prescribing nurse position should be called 'Nurse - Supplementary Prescriber'.</p> <p>Includes: B0278 Perform Prescription Preparation; B0428 Personal Medication Administration</p>
B0428 Personal Medication Administration	<p>Allows user to provide medication to a patient without issuing a prescription. Could be, for example, vaccinations. Does not cover supply via a Patient Group Direction (see B0429).</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

	<p>Includes: B0427 Reimbursement Claim</p> <p>In baseline of R8000 Clinical Practitioner Access Role</p>
B0278 Perform Prescription Preparation	<p>This activity covers routine prescription management functions which include viewing, adding new prescription items, printing and recording current and historic medication records within the system. It includes the viewing, printing and issue of authorised prescriptions to patients or healthcare professionals responsible for a patient's care. Users with this activity can also discontinue a course of medication to prevent further supply or administration. For those systems integrated with the EPS, users with this activity can submit prescription messages to the EPS and handle any resulting response messages. This activity does not include the preparation activities performed within pharmacy. This activity will be typically given to nurses, pharmacy technicians and pharmacists. Can reauthorise medication and prepare prescriptions for signing, cancel prescriptions or individual prescription items sent to the spine.</p> <p>Includes: B0422 Reauthorise Medication; B0468 Cancel Medication</p> <p>In baseline of R8000 Clinical Practitioner Access Role</p>
B0278 Perform Prescription Preparation	<p>This activity covers routine prescription management functions which include viewing, adding new prescription items, printing and recording current and historic medication records within the system. It includes the viewing, printing and issue of authorised prescriptions to patients or healthcare professionals responsible for a patient's care. Users with this activity can also discontinue a course of medication to prevent further supply or administration. For those systems integrated with the EPS, users with this activity can submit prescription messages to the EPS and handle any resulting response messages. This activity does not include the preparation activities performed within pharmacy. This activity will be typically given to nurses, pharmacy technicians and pharmacists. Can reauthorise medication and prepare prescriptions for signing, cancel prescriptions or individual prescription items sent to the spine.</p> <p>Includes: B0422 Reauthorise Medication; B0468 Cancel Medication</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

	In baseline of R8000 Clinical Practitioner Access Role
B0422 Reauthorise medication	<p>Allows user to re-authorise medication within the primary care electronic records system. If medication has been prescribed for a patient and the current authorisations have expired, the user can re-authorise the medication. So can issue repeats, extend repeat periods and prepare prescriptions for signing. This activity covers non-routine prescription management functions that include the reauthorisation of medication, typically repeat medication. This activity does not include the preparation activities performed within pharmacy. This activity will typically be given to experienced primary care staff within a GP practice. In secondary care this activity will be typically given to pharmacists or those clinicians managing outpatient prescriptions, for chronic disease management.</p> <p>Includes: B0401 View Patient Medication</p> <p>In baseline of R8000 Clinical Practitioner Access Role</p>
B0468 Cancel Prescription	<p>Cancel a prescription or an individual prescription item sent to the spine. This activity does not include the amendment of existing prescriptions. For digitally signed prescriptions submitted via the EPS, a user with this activity can request the cancellation of the prescription or a prescribed line item together with handling any resulting response messaging. For hand signed prescriptions, and as a result of cancelling a digitally signed prescription, this activity allows the necessary recording within the system that a prescription was cancelled or otherwise stopped. In primary care this activity will typically be given to prescribers and experienced staff within a GP practice. In secondary care this activity will be typically given to prescribers, doctors and pharmacists.</p> <p>Includes: B0401 View Patient Medication</p> <p>In baseline of R8000 Clinical Practitioner Access Role</p>

Migration of Community Pharmacy Users  
from EPS Release 1 functionality to EPS  
Release 2 functionality  
Including addendum for UIM Users

23rd August 2010 Approved

B0401 View Medication	<p>Allows user to view and print prescription and medication details of the patient including ETP data. This activity is required in addition to B0256 View ETP Clinical Data within CSA due to the need to control access to the Summary Care Record in the early adopter's phase of the programme. These activities will be combined once this phase has been completed.</p> <p>In baseline of R8000 Clinical Practitioner Access Role and R8003 Health Professional Access Role</p>
B0825	<p>Allow user to amend local instance of patient demographics and synchronise with PDS (where the application is able to synchronise with the record on PDS, differences detected can be accepted or rejected).</p> <p>Also allows the user to import patient identified on PDS into local instance (where not already registered) using PDS simple trace (forename, surname, DOB or sex).</p> <p>The user cannot register a patient locally when there is no connection to the Spine.</p> <p>When used in conjunction with the gateway activities 'B0089 Access DSA' or 'B0264 Access CSA (Perform Patient Trace)' allows user to update demographic data on the Personal Demographics Service (the national demographic database) for the patient they have selected EXCLUDING the Civil Registered birth and death data.</p> <p>Includes: B0820 View Patient Demographics.</p> <p>This activity supports the update of the patient's nominated pharmacy and it is in the baseline for the following roles: R5110 Demographic Administrator R8000 Clinical Practitioner Access Role R8001 Nurse Access Role R8003 Health Professional Access Role R8006 Medical Secretary Access Role R8007 Clinical Coder Access Role R8010 Clerical Access Role R8013 Health Records Manager Access Role R8014 Social Worker Access Role R8024 Bank Access Role</p>

## Appendix 5 – RA Workstation Setup Requirements

General requirements for smartcard enabled workstation setup:

- Internet Explorer 6 or 7 (recommended). No support is available currently for IE8.
- Windows XP service pack 2 or greater – but NOT currently Windows 7.
- Java 1.6 build 6
- Smartcard Readers – the approved readers are GEM and Omnikey. If organisations elect to use others, such as integrated keyboard readers then the keyboard Smartcard drivers must have the required performance and functionality. In all cases the latest drivers should be downloaded. Pre-installed drivers may not be fast enough for the NHS CRS Smartcard.

**Failure to do so may lead to certificate loss – in the vast majority of cases of loss of certificates reported to NHS CFH this has been the reason**

- RA Manager, RA Agent and Sponsor workstations require two Smartcard readers
- For those workstations that are to be used for capturing photographs or printing My ID 8 needs to be installed.
- Cameras –1 megapixel resolution or above plus 1GB of RAM or above
- For guidance on the effective use of SP35 Smartcard printers please refer to the 'Troubleshooting CMS and Datacard SP35 Printing Issues' at <http://nww.connectingforhealth.nhs.uk/ra/essentials/equipment>

Additional essential requirements for UIM enabled workstations:

- Java 1.6 build 6 (later versions cause a conflict and should be removed)
- The workstation being used for UIM set up activity should have IA12 installed on it – this is required to ensure that the organisation adopts that National Terms & Conditions. As UIM is a paperless system this is necessary to facilitate notification of the need to sign terms and conditions on first login of the user with their smartcard.
- 
- Any workstation used for the production of Smartcards or to allow them to accept the national terms and conditions for NHS CRS Smartcards requires the workstation to have Identity Agent (IA) 12 installed.  
**It is essential that the previous version of IA is uninstalled first – do not install over**
  - Until full release, IA12 can be obtained from your SHA RA Lead.

Updated software can be found on the Deployment Issue Resolution Downloads:

<http://nww.connectingforhealth.nhs.uk/deployment/dir/downloads>